

## Family & Community Support Program FAQs Updated 11/20/14

1. Does the invoice form look any different for this grant/process than the one we currently use, since it is an advance payment process?
  - An invoice specific to this grant has not been created, but it is likely to look similar. The cover sheet will be the same.
2. What will the quarterly reconciliation process look like and who will be involved?
  - The quarterly reconciliation process will be the mechanism by which BBHMF and the grantee will review the amount of funding advanced at the beginning of the quarter compared to the amount invoiced for that quarter. The grantee's use of funds, and program reports submitted to [DHHRBHHFGrants@wv.gov](mailto:DHHRBHHFGrants@wv.gov), will determine the next quarterly advancement amount.

*For example: If the program's annual budget were \$ 400,000, then each quarter would be budgeted for \$100,000 advance payment. If at the end of the second quarter, only \$120,000 of the \$200,000 payment had been spent, BBHMF would adjust the amount advanced for the 3<sup>rd</sup> quarter, which may not be the full ¼ amount.*
3. If the advance allocation is not spent during one quarter, may it be carried over into the next quarter, with final reconciliation and return of funds at the end of the year?
  - Up to 50% of an advance allocation that is not spent during one quarter may be carried over into the next quarter.
4. Will there be any flexibility in being able to access more than ¼ of the advanced funds in the first quarter to meet the higher demand for goods and services at the beginning of the year? Historically with Family Support, the beginning of the fiscal year involves a larger volume of applications.
  - BBHMF will maintain the quarterly advance payment methodology for FY2015. Due to the shortened timeframe, grantees will have approximately half of the funding at a little over three months in and then will have 75% at six months and 100% at 9 months. It is anticipated that I would think that would cover most of their current and ongoing needs.

## Family & Community Support Program FAQs 05/17/14

1. If the AFA awards are not announced until late June, will new grantees be expected to begin services on July 1?

- Current Family Support Program grantees and Care Coordination grantees will have their grants extended through October 31, 2014 to permit adequate planning time for new grantees to begin services effective November 1, 2014. During that time, the BBHMF will offer technical assistance and support the transition.
2. Who is the Regional Family Support Coordinator mentioned in the Family and Community Support AFA? Is this an existing position?
    - The Regional Family Support Coordinator is an existing role with the current Family Support Program structure. It is anticipated that under the new program, successful grantees may reconfigure staff support and resources to meet the expanded demands of the program and the expanded geographic area served. Grantees will partner with other community entities to help shape a “connected community” environment that provides individuals and families with knowledge, supports and a sense of empowerment.
  3. Is there a way to find out about the existing Family Support Councils in our region? The map in Appendix B on page 26 seems to indicate there are BBHMF Regional Family Support Councils in two different counties but there does not appear to be any additional information on specific agencies or programs currently providing these Family and Community Support services.
    - Upon request of BBHMF, Regional Family Support Program contact information will be provided. Keep in mind that the existing Family Support Program grantees and Regional Family Support Councils are key players in the current Family Support Program. Their role will likely evolve as the Family & Community Support Program structure is implemented.
  4. Can you tell us whether there is already an existing Family and Community Support Program serving our region?
    - Yes, there are two agencies in your region that currently provide Family Support services under a FY 2014 grant agreement. The Family and Community Support AFA for FY 2015 will replace this funding and expand the scope of service for the successful grantee.
  5. Is there an expectation that there should only be "one" Regional Family Support Council per region?
    - No, it is expected that at least for the first grant year all existing Regional Family Support Councils remain in operation, with emphasis placed on strengthening family and individual input into the process, growing the Councils’ awareness and use of community resources, and serving as a resource for the broader population.
  6. Can Family and Community Support funds be used for individuals without an IDD disability? Can the Family and Community Support funds be 100% utilized by one

target population or the other? How are the funds to be allocated between the Family Support funds and the supplemental funds?

- o There is one Supplemental Fund, managed by the Family & Community Support Program grantee, that must be made available to individuals with intellectual/developmental disabilities living at home with family AND individuals with serious mental illness, substance use, co-occurring or co-existing disorder(s) receiving support through a Community Engagement Specialist.

Demand for the funds will be impacted in part by the grantees' ability to identify alternative strategies for meeting needs. More detailed discussion about sharing the funds will occur during post-award meetings with grantees. However, no specific target population is permitted to exhaust all funds available.

7. What is the Family Support Council's role with funds (supplemental funds) going to non I/DD clients? Is there a mechanism to get CES direct care funding more quickly than the traditional Family Support Advisory council?
  - o The Regional Family Support Councils are statutory and will continue to review/approve requests for services and supports for individuals with intellectual/developmental disabilities living at home. Over the course of this grant period, the grantee is expected to establish a common review process for individuals with intellectual/developmental disabilities living at home with family AND individuals receiving support through a Community Engagement Specialist, with the understanding that procedures must be established to support timely delivery of emergency support assistance.
8. What are the guidelines of the budget? In the past with the Family Support Funds, 80% of the allocation had to go to stipends, is that still the intent with this AFA?
  - o In some areas, "stipends" is the term for payments to families for goods or services. There is no stipulation. Successful proposals will be describe how the available funds will be used to meet the outcomes.
9. Is the intent of this AFA for the supplemental funds to follow code 49-4-A, the same as the Family support funds?
  - o Supplemental Funds targeted for individuals with developmental disabilities living at home with their families should follow guidelines provided in 49-4A and this AFA.
10. Please define peer to peer opportunities and give examples. What do you mean by facilitated and/or supported? Would the ARC summer camp be acceptable under this definition?

- o Peer to peer opportunities refer to families supporting families, via networking, support groups, teaching each other about what works, etc. In addition to making flexible funds available to meet exceptional needs, the program focuses on helping families and communities look beyond the traditional sources of assistance and leverage resources. The Arc of the Mid-Ohio Valley's Summer Day Program is one of many resources of which families should be aware.
11. Can you recommend an evidence based practice for this AFA?
- o Individual and family driven decisions regarding service needs and delivery of service are best practice. Utilizing peers and coaches in providing services is evidenced based.
12. Both the Family/Community Support and Community Engagement AFAs ask applicants to 'describe how you will screen clients for the presence of serious mental illness, substance use, co-occurring or co-existing disorder(s) and use the information obtained from the screening to facilitate appropriate referral to treatment for the persons identified as having such disorders.' Please clarify what is meant by screening?
- o A CES must be trained to recognize signs and symptoms associated with co-occurring and co-existing behavioral health conditions. Upon witnessing these signs/symptoms referral for additional assessment should be made. Applicants are strongly encouraged to explore and implement existing best practice, short screeners to assist the CES in making this determination, such as Screening, Brief Intervention and Referral to Treatment (SBIRT).
  - o The Family & Community Support AFA asks applicants to describe how they will identify behavioral health disorders and facilitate for appropriate referral. (page 18) Grantees are not expected to provide "clinical" screening or assessment services, and may opt to be prepared with resource and referral information for individuals who self-identify with a behavioral health disorder. Typically the CES will screen needs/requests on behalf of those engaged with services for referral purposes and as such the individual's condition has already been considered part and parcel to the referral being made.
13. Can a single provider serve multiple regions?
- o Yes.
14. How should we propose to identify the consumer described on Page 9 of the Family and Community Support AFA?
- o State Code (§49-4A-2) and the State Family Support Council provide guidance to the Regional Family Support Programs regarding eligibility for supplemental funds. Community Engagement Specialists will assure eligibility of the population they serve.

15. Page 10 of the Family and Community Support AFA mentions the Regional Family Support Coordinator – Who is this? Is this an existing position? Is this the same Coordinator also referenced on Page 21 of the AFA?
- The Regional Family Support Coordinator is an existing role. It is anticipated that under the new program, successful grantees will reconfigure staff support and resources to meet the expanded demands of the program and the expanded geographic area served. Grantees will partner with other community entities to help shape a “connected community” environment that provides individuals and families with knowledge, supports and a sense of empowerment.
16. Regarding Page 18 of the Family and Community Support AFA, how should we predict the number of unduplicated consumers to be served?
- Upon request of BBHMF, data collected from current programs may be shared with applicants.
17. Is there a way to find out about the existing Family Support Councils in our region?
- Upon request of BBHMF, Regional Family Support Program contact information will be provided. Keep in mind that the existing grantees and Regional Family Support Councils are key players in the current Family Support Program. Their role will likely evolve as the Family & Community Support Program structure is implemented.
18. Is there an expectation that there should only be "one" Regional Family Support Council per region?
- No, it is expected that at least for the first grant year all existing Regional Family Support Councils remain in operation, with emphasis placed on strengthening family and individual input into the process, growing the Councils’ awareness and use of community resources, and serving as a resource for the broader population.
19. In the Supplemental Funds grant, is the Institute for Recovery and Community Integration’s Certified Peer Specialist certification program the program you mean?
- No. Supplemental Funds are a component of the Family and Community Support Program, which is designed to assist families who have a family member with an intellectual and/or developmental disability living at home, as well as individuals with mental health and complex support needs at risk for hospitalization.

## Family & Community Support Program FAQs 08/27/14

1. May I please have a list of agencies who will be providing the Community Engagement Specialist services throughout Region 4.

- Grants for Community Engagement Specialist are in the final stages of determination. It is anticipated that Regional meetings will be convened with CES grantees and Family & Community Support grantees in September and October to establish relationships and clarify expectations for working cooperatively to serve individuals at risk for hospitalization or being discharge from a hospital setting.

2. What percentage of the award amount is to be set aside for the supplemental flex fund? Is there somewhere I can research as to what these costs typically are on a yearly basis?

- There is no stipulation in this AFA about the proportion of funding to be devoted to stipends vs. staff support. Historically, Family Support grantees have used up to 80% of their allocation to support requests for goods and services. Use of Care Coordination/CES supplemental funds has varied across the state. The vision for the Family & Community Support Program going forward is to enhance the ability of individuals and families to be supported in their communities through information and resource sharing, networking, and advocacy, as well as through “last resort” stipends. Demand for the funds will be impacted in part by the grantees’ ability to identify alternative strategies for meeting needs. More detailed discussion about sharing the funds will occur during post-award meetings with grantees.

3. Can you please clarify that the CES emergency funds must be readily available on a 24 hour basis throughout a 13 county service area and if these emergency flex funds are included in the \$160k available funds?

- There is one Supplemental Fund, managed by the Family & Community Support Program grantee, that must be made available to individuals with intellectual/developmental disabilities living at home with family AND individuals with serious mental illness, substance use, co-occurring or co-existing disorder(s) receiving support through a Community Engagement Specialist. The Regional Family Support Councils are statutory and will continue to review/approve requests for services and supports for individuals with intellectual/developmental disabilities living at home. However, the grantee may

work with CES grantees and other partners to establish other procedures as needed that ensure timely delivery of emergency support assistance.

4. On Page 23 of the AFA there are two programs listed with websites to go and find examples of best practices, I assume, but the First in Families in North Carolina page doesn't seem to exist anymore either. Please advise as to where I will need to go to find the information.

- Here is the link to the example First in Families of North Carolina:  
<http://www.fifnc.org/>